

BOARD OF PUBLIC EDUCATION
CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL
BYLAWS

Article I. Name

The name of the organization shall be the Montana Certification Standards and Practices Advisory Council, and often referred to as CSPAC.

Article II. Purpose

The Montana Certification Standards and Practices Advisory Council, hereinafter referred to as the Council, has been formed in accordance with § 2-15-1522, MCA, with duties prescribed in § 20-4-133, MCA:

1. The Council shall study and make recommendations to the Board of Public Education in the following areas:
 - a. teacher certification standards, including but not limited to precertification training and education requirements and certification renewal requirements and procedures;
 - b. administrator certification standards, including but not limited to precertification training and education requirements and certification renewal requirements and procedures;
 - c. specialist certification standards, including but not limited to precertification training and education requirements and certification renewal requirements and procedures;
 - d. feasibility of establishing standards of professional practices and ethical conduct;
 - e. the status and efficacy of approved teacher education programs in Montana; and
 - f. policies related to the denial, suspension, and revocation of teacher, administrator, and specialist certification and the appeals process. For the purpose of preparing recommendations in this area, the council is authorized to review the individual cases and files that have been submitted to the board of public education.

2. The Council shall submit a written report annually to the Board of Public Education with its recommendations for the above areas. The Council may submit recommendations to the Board of Public Education at other times that the Council considers appropriate.

Article III. Membership

Membership. The Council shall consist of seven members appointed by a majority vote of the Board of Public Education. Per § 2-15-1522, MCA, the membership must include:

1. Three teachers engaged in classroom teaching, including:
 - a. one who teaches within kindergarten through grade 8;
 - b. one who teaches within grade 9 through 12; and
 - c. one additional teacher from any category in subsection (2)(a) or (2)(b) of § 2-15-1522, MCA;
2. One person employed as a specialist or K-12 specialist;
3. One faculty member from an accredited educator preparation provider;
4. One person employed as an administrator, with the licensure required in § 20-4-106(1)(c), MCA; and
5. One school district trustee.

Tenure.

1. The term of office of an appointed member is three years. If a vacancy occurs on the Council, the Board of Public Education shall appoint a person from the category of membership in which the vacancy occurred to serve the unexpired term. Regular appointments shall begin June 1, and end May 31, of the third year of the term.
2. Any member desiring to resign from the Council shall submit his/her resignation in writing to the Council and to the office of the Board of Public Education.

Compensation. Council members are entitled to travel expenses incurred for each day of attendance at Council meetings or in the performance of any duty or service as a Council member in accordance with § 2-18-501, MCA, through § 2-18-503, MCA. Eligible Council members are also entitled to per diem for each day of attendance at Council meetings, not to exceed eight days per year, in accordance with § 2-15-122, MCA.

In order to receive reimbursement or compensation for out-of-state activities, the Council member must obtain the approval of the Council Chairperson and the Council Administrator in advance of undertaking the activity.

Article IV. Meetings

Meetings. The Council shall meet quarterly and at other times as may be required for the proper conduct of the business of the Council at the call of the chairperson. All Council meetings shall be open to the public, in accordance with § 2-3-201, MCA. Such business may include, but not be limited to:

1. Information, discussion, and action on matters related to the purposes of the Council described in Article II;
2. Election of officers and appointments to committees as described in Article V;
3. Apprising the Board of Public Education of budgetary needs of the Council and making recommendations on a preliminary budget; and
4. Reviewing the Council budget on an ongoing basis for further recommendations to the Board.

Quorum. A quorum for a meeting shall be not less than four Council members.

Each Council member shall be given written notice of the day, time, and location of any regularly scheduled meeting no less than 48 hours prior to the meeting. Notification of the meeting will be delivered via email.

Absence. Recognizing the value of his/her contribution to the business of the Council, each Council member shall be responsible to notify the chairperson and staff in advance of any anticipated absence from a scheduled meeting. If a member is absent from three consecutive scheduled meetings, his/her membership shall be subject to review by the Board of Public Education to determine if the member's office shall be deemed vacant. If deemed vacant, the vacancy shall be filled in accordance with Article III.

Special Meetings. Special meetings may be called by the Chairperson of the Council or by a request in writing of four appointed members. When necessary, the Council may hold meetings for resolution of specific agenda items either by a meeting in person, by conference call, or by a combination of both. In the case of a special meeting, the Executive Director shall notify each member either by email, mail, or by telephone sufficiently in advance of the meeting to allow all Council members to travel to the meeting site from their principal Montana residence.

Meeting Procedure. The Council will use Robert's Rules of Order as a guide on questions of parliamentary procedure.

1. The regular order of business shall be as follows:
 - a. Call to order
 - b. Pledge of Allegiance

- c. Roll Call
 - d. Statement of Participation
 - e. Approval of the minutes of the preceding meeting
 - f. Agenda adoption
 - g. Agenda
 - h. Date and place of next meeting
 - i. Adjournment
3. An agenda shall set the structure for meetings of the Council.
 - a. A list of future agenda items shall be discussed as the last item of business by the Council at each regularly scheduled meeting.
 - b. The proposed agenda shall be included with the written notice of meeting required in this article.
 - c. Persons or organizations desiring to address the Council may make a request using the online Agenda Request process or by notifying the staff, Chair, or Vice Chair. Requests will be reviewed by the Council Chair and Vice Chair and considered for approval.
 - d. The proposed agenda becomes the approved agenda by a majority vote of Council members at the beginning of the meeting.
 - e. Whenever possible, support materials for the agenda shall be in electronic form and readily available to the membership.

Article V. Organization

Section A. Officers

1. The Council shall select, by majority vote, a chair and vice chair from its appointed members annually during the fall meeting of each year.
2. The term of elective office shall be for one year.
3. The chair shall be the presiding officer and shall preside over all regular, special, and public meetings of the Council. The vice chair shall perform the functions of the chair in the absence of the chair.

Section B. Committees

1. The chair may appoint Special Committees as needed.
2. The Executive Committee shall consist of the chair, vice-chair, and Executive Director. The Executive Committee shall be responsible for presenting budgeting proposals to the Council and to the Board of Public Education. The Executive Committee shall be responsible for performing other duties as assigned by the chair or Council.

3. The committees will meet at times agreed upon by the majority of the committee. The Council Chair and Executive Director of the Board of Public Education shall be informed of the purpose, time, and place of all committee meetings.

Article VI. Communications

These bylaws may be added to or amended by a two-thirds majority vote of the entire Certification Standards and Practices Advisory Council provided that the proposed amendment is sent in writing to all members of the Certification Standards and Practices Advisory Council at least seven days in advance of the vote to amend the bylaws.

Article VII. Professional Development

The Council recommends professional development opportunities for Council members whenever possible.